

2025 Vendor Application

CONCERT SERIES

AT THE PLAZA

Thank you for your interest in the New York State Office of General Services (OGS) 2025 Summer At The Plaza Concert vending program. OGS-sponsored events, such as the Capital Concert Series, held on the Empire State Plaza, serve thousands of State employees and visitors and are intended to be family friendly. Commercial food organizations providing ready to eat food products and meeting the criteria required by the Albany County Department of Health may apply. Please Note: If you have an Albany County permit to operate a mobile food service establishment, you are not required to purchase a temporary health permit. The following events are scheduled for the 2025 Summer At The Plaza Capital Concert Series:

Event	Date	Application Deadline
Concert 1	Wednesday, July 9	Wednesday, May 14, 2025
Concert 2	Wednesday, July 16	
Concert 3	Wednesday, July 23	
Concert 4	Wednesday, August 6	

Here's how it works:

- All applications for the Summer at the Plaza Capital Concert Series food vending program that are submitted by the deadline dates indicated above will be considered.
- Sending an application does not guarantee acceptance into the program.
- Vendors will be notified via email of their event participation.
- OGS reserves the right to extend deadlines.

Applicants must commit to participate in all 4 concerts. The top-rated 8 vendors applying for the concerts that receive a score of 75% or above via the below process will be awarded a vending space at the concerts.

Food Vendors will be chosen by a selection committee using the following criteria:

- Vendor's proposed menu items. Evaluators will make best efforts to provide an assortment of products to the public. Points will be determined with a variety in mind and preference for unique offerings (25%).
- Total proposed costs (quality and price of food) (10%).
- Completeness of the information provided with the Permit Agreement and Vendor Application (15%)
- Presentation of booth and signs (photos required) (10%)
- Experience in providing food vendor services in similar events/programs (company biography, resume) (30%).
- How Vendor's food items fit into the spirit and character of the event/program (10%)

Early application is highly recommended.

Please see the complete list of Summer At The Plaza Vendor Rules and Guidelines at:
<https://empirestateplaza.ny.gov/vendor-information-events-plaza>

For additional information please contact Nicholas Deblois:

New York State Office of General Services, Convention & Cultural Events
Tel 518.486.3966 • nicholas.deblois@ogs.ny.gov



Vendor Application: 2025 Concert Series Food Vendors

Instructions: Please complete the application by indicating the event(s) that you wish to participate in, along with the applicable fees.

Business Information

Business Name

Contact Name

Phone

Email

Business Address 1

Business Address 2

City

State

Zip

How will the items you sell/distribute enhance the spirit and character of the event?

Vehicle & Driver Information

Driver 1 Name (exactly as it appears on license)

Driver's License: Issued State & Number

Make, Model, Year

License Plate: Issued State & Number

Driver 2 Name (exactly as it appears on license)

Driver's License: Issued State & Number

Make, Model, Year

License Plate: Issued State & Number

Driver 3 Name (exactly as it appears on license)

Driver's License: Issued State & Number

Make, Model, Year

License Plate: Issued State & Number

Permit Agreement

The Permit Agreement, including the completed Notary Page, photos of booth and signs and insurance requirements, is REQUIRED and must be attached with the Vendor Application.

- Download the Agreement: https://empirestateplaza.ny.gov/permit-agreement
The Agreement is not applicable for NYS Agencies.

My permit agreement is already on file

My permit agreement is included with this vendor application

Please include any additional information or questions in the space below:

Electrical Service

Electrical Service: Please provide the information below in order for electrical service to be provided at your booth. Note: 220v service is provided by hardwire only. You must provide a lead with a "pigtail", which OGS electricians will hardwire into onsite circuits. Your equipment must be certified, and you must provide a suitable lead for your setup. You must indicate the amps, volts, phasing, and total lead length of your hardwire on this application.

No Power Required

110v Service (normal household plug) -> Number of 110v 20 amp circuits required:

220v Service (heavy duty commercial equipment) -> 220v requirements: (amps/volts/phase)

Note: It is your responsibility to provide a suitable lead for your set-up.

What is the length of your lead? ft.

Options & Payment

Capital Concert Series \$900 for all 4 Concerts

- Space cannot exceed 30' length 15' width
You must participate in all 4 concerts
Concert hours 5:30pm - 8:30pm, Load-in is 2:30pm - 4:30pm
You must be set-up and ready to serve by 5:30pm

Mandatory Albany County Temporary Health Permit: \$30 covers all 4 concerts

Note: If you have an Albany County permit to operate a mobile food service establishment, you are not required to purchase a temporary health permit.

Instructions: Return the completed Vendor Application with the following:

Payment in Full Any outstanding payment due to OGS may preclude participation.

Payments may be made by check, money order or credit card and made payable to the NYS Office of General Services.

Signed Permit Agreement (if not already on file)

Total Participation Fee: \$

Please make checks or money orders payable to: NYS Office of General Services

Return completed Vendor Application, Permit Agreement and Payment to:

Nicholas.Deblois@ogs.ny.gov



Credit Card Form

Instructions: To pay with your credit card, please complete and return this form with your application.

Card Information			
Card Type		Business Name	
AMEX	Discover	MasterCard	VISA
Cardholder First Name		Cardholder Last Name	
Credit Card Number (XXXX-XXXX-XXXX-XXXX)		Expiration Date	CVV2
-	-	-	Billing Zip Code
Charge Authorization			
I hereby authorize the Office of General Services to charge the following amount for the event indicated below.			
Event Name		Authorized Amount	
		\$	
Name (Print)		Date	
Signature*			

***The signature section must be completed. Electronic signatures are not accepted.**

For Office Use Only		
Invoice #	Program	Received By